

Shepherd's Table

Job Description –Major Gift Officer

Position: Major Gift Officer
Classification: Non-exempt/PT 20 hours per week
Reports to: Deputy Executive Director
Supervises: N/A
Date: February 2019

Position Summary:

The Major Gift Officer is a part-time position designed to secure funding for Shepherd's Table by fulfilling the interests and passions of donors. The Major Gift Officer accomplishes this by providing donors giving opportunities, encouraging donors to give, and assuring that as many donors as possible are retained as continuing donors to Shepherd's Table and are upgraded in their giving and engagement.

Organizational responsibilities

- Serves as a member of the development/communications team in implementing the Major Gift Program of ST in collaboration with the Executive Director, Deputy Executive Director, Senior Associate for Development and Communication.
- Believes in and lives out the mission of Shepherd's Table in all actions.
- Acts in accordance with the Mission of ST and ethical standards set forth in Nonprofit/Philanthropic best practices.

Donor Relations

- The Major Gift Officer (MGO) will be a vital part of the Shepherd's Table Development team working both independently and as a member of the Development team and entire organizational team.

- The MGO will be donor centered, valuing each donor and seeing each donor as part of the mission of Shepherd's Table.
- The MGO will qualify a caseload of donors from a large group of donors from Shepherd's Table.
- The MGO will create individual goals for each donor on his/her caseload based on the donor's history of giving and the organizations knowledge of that donor's potential.
- The MGO will create a plan for each donor that will serve as a foundational communication and marketing plan for each donor on the caseload including personal calls and face to face visits.
- The MGO will be comfortable making an ask.
- The MGO will faithfully and on a timely basis execute that plan so donors on the caseload are retained and upgraded.
- The MGO will work with development and communication staff to secure appropriate project information, including budgets, and will create offers, proposals, and asks that will be used with the donors to secure gifts and will report back on how the giving is making a difference.
- The MGO will perform other duties as may be required by management including but not limited to creating monthly reports that reflect caseload activity and performance.

Events

- Provide staff leadership/support for all friend and fundraising events.

Knowledge, Skills and Abilities

- Ability to be a team player and protect and promote the mission of Shepherd's Table, and its goals and values.
- Strong people skills in developing and maintaining relationships.
- Ability to qualify donors from a larger pool of donors that meet major gift criteria.
- Ability to create reasonable financial goals for each donor which are based on their giving potential.
- Ability to create a personal contact and ask plan for each donor on his/her caseload that considers the individual donor's passions, interest, motivations, giving patterns, and ask preferences.

- Ability to secure project and organization information and create and write effective offers, proposals, and asks.
- Ability to secure and package information that can be taken back to the donor to report how their giving is making a difference.
- Ability to manage people, process, deadlines, and budget while adhering to the policies and procedures of the organization.
- Ability to get along with and support peers, team members, and management.
- Ability to learn from mistakes.

Education and Experience

- Associate or Bachelor degree
- 2 – 4 years’ experience as a Nonprofit Major Gift Officer
- 1 -2 years’ experience in fundraising
- Knowledge and experience with Microsoft Office
- Knowledge and experience using donor data base software

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of normal responsibilities from time to time as needed

Acknowledge (Employee)

Date:

Executive Director

Date: